



U.S. Department of Justice  
Federal Prison System  
Federal Correctional Institution  
Manchester, Kentucky 40962

**Number : MAN-5267.07 (a)**

**Date : August 25, 2005**

**Subject : Inmate Visiting**

# Institution Supplement

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1. PURPOSE AND SCOPE: To establish local visiting regulations and procedures for the Federal Correctional Institution and the Federal Prison Camp at Manchester, Kentucky.

2. DIRECTIVES REFERENCED:

BOP Program Statement 5267.07, Visiting Regulations.  
BOP Program Statement 5510.09, Searching, Detaining, or Arresting Persons Other than Inmates.  
BOP Program Statement 5500.12, Correctional Services Procedures Manual.  
BOP Program Statement 1380.05, Special Investigators Supervisors Manual.  
BOP Program Statement 1315.07, Legal Activities, Inmate.  
BOP Program Statement 5521.05, Searches of Housing Units, Inmates, and Inmate Work Areas.  
Institutional Supplement MAN-5500.11(a) CHPT 6, Entrance Procedures.

**INSTITUTIONAL SUPPLEMENT, MAN-5267.07, INMATE VISITING, DATED JUNE 23, 2004, IS RESCINDED.**

3. ACA STANDARDS REFERENCED: 4-4255, 4-4443, 4-4441, 4-4442 and 4-4445.

4. RESPONSIBILITY: The Warden shall develop procedures pertaining to inmate visiting. It is the inmate's responsibility to notify visitors of these requirements.

5. ACTION:

- a. Visiting List:

- (1) Inmates will be advised at A&O to submit a list of friends, associates, and family members to their Correctional Counselor of consideration for approved visitors using Attachment 1.
  1. Inmates will be informed during A&O that only people on the approved visiting list will be allowed to visit.
    - (a) The visiting privilege ordinarily will be extended to friends and associates having an established relationship with the inmate prior to confinement, unless such visits could create a threat to the orderly running of the institution. Procedures for approving an exception to the prior relationship requirement include the Captains, SIS Lieutenant, and Associate Warden (Programs) approval before such a visitor is approved.

- (b) Correctional Counselors will verify the proposed visitors relationship by referencing the inmate's Pre-Sentence Investigation (PSI) Report. If the proposed visitors are verified in the PSI, as immediate family, and no other concerns are noted, they will be placed on the inmate's approved visiting list.
- (c) For proposed visitors not mentioned in the PSI, the inmate will be furnished with a Visitor Information Form (BP-A629.052).

This form must be filled out completely and mailed to the Correctional Counselor from the proposed visitor. Upon receipt of the form(s), the Correctional Counselor will perform a NCIC (National Crime Information Center) inquiry on the proposed visitors, or mail a Request for Conviction Information form (Attachment 3), to a law enforcement agency. If the proposed visitor has a criminal history, arrests, or convictions and stated on the Visitor Information Form (BP-A629.052) they had never been convicted of a crime, they will be denied visiting privileges based upon making false statements. If the NCIC indicates a criminal history, and the proposed visitor has admitted to same, the Proposed Visitor With Criminal History Form (Attachment 4) should be completed and forwarded by the Unit Team with their recommendation to the Associate Warden (Programs) for review. The Warden will make the decision for approval or disapproval. If approved, the proposed visitor will be added to the approved visiting list. This form will be kept with other pertinent information in section two of the FOI Exempt File. If the person is disapproved, a Denial Of Proposed Visitor (Attachment 5) will be prepared by the Unit Team for the Unit Manager's signature. The inmate will be advised he may appeal the decision through the Administrative Remedy process. The original Approved Visitor Request form (Attachment 1), as well as a copy of the approved visiting list, will be kept in the inmate's Central File. The inmate will be notified of the individuals who are approved for visiting. The inmate will also be furnished a copy of the Visiting Information and Regulations (Attachment 6).

- (d) The same procedure applies to inmates in holdover status. The respective Correctional Counselor will be responsible for ensuring the preparation of a visiting list for inmates in holdover status. This will ensure there are no additional administrative expenses incurred by the bureau as well as proper supervision of holdover visits without interfering with the normal institutional activities and/or security needs.
- (2) If an inmate's visitor is on supervision (i.e. pre-trial, probation, parole), the inmate's Correctional Counselor will obtain confirmation from the visitor's Parole/Probation Officer granting the proposed visitor permission to visit the inmate. This confirmation will be on file prior to the visitor being added to the visiting list.
  - (3) The Approved Visitor Request form (Attachment 1) will be prepared by the inmate and submitted to Unit Staff, ordinarily the Correctional Counselor, for processing. The Correctional Counselor will load all information into BOPWARE/Visiting Program located on SALLYPORT. The original copy of the visiting list will be placed on top of section three of the inmate's Central File. When additions or deletions are made to the visiting list, the Correctional Counselor will make these changes on the program and place the updated visiting list in the Central File.

- (4) Visiting files of inmates who are out of the institution on writs, furloughs, etc., will remain in the Visiting Program. When an inmate is transferred from this institution, the assigned Correctional Counselor will print a copy of the inmate's visiting file from BOPWARE/VISITING located on SALLYPORT and place it in the inmate's Central File. The visiting list will remain in the new Visiting Program and the receiving institution will have access to retrieve the list and use discretion to either approve or disapprove the visitors.
- (5) If a visitor is denied entrance to the institution, the Denial Of Visitor form (Attachment 10) will be completed by the Front Entrance Officer and placed in the inmate's Central File and a copy forwarded to the Captain.
- (6) Persons known to be under the influence of drugs, or having used alcohol, or in the possession of contraband for intended purposes of introduction into the institution, will not be permitted entry, and the visit will be disallowed. The visitor may be detained until proper notification has been made. Per Program Statement 5510.09, Searching, Detaining, or Arresting Persons Other Than Inmates, the use of a breathalyzer to test a visitor can only be done upon the approval of the Warden, Acting Warden, or Administrative Duty Officer. Failure by the visitor to submit to a breathalyzer test will result in denial of the visit.
- (7) Attorneys will be required to provide proper identification prior to the visit. Proper identification for an attorney will consist of a valid drivers license with a photograph and the Attorney's Bar Card.
- (8) An Attorney visit for an inmate will be verified and coordinated by the Unit Manager at least 24 hours in advance. If approved, the Attorney will be permitted to visit during regularly scheduled visiting days and hours. Attorneys requesting visits with inmates on non-regular visiting days or after normal visiting hours will be accommodated insofar as time, security, and manpower constraints permit, ordinarily with 24-hours advance notice. Special legal visits involving more than one inmate must be scheduled at least 24 hours in advance and approved by the Unit Manager. Attorneys shall not be placed on the inmate's approved visiting list unless they are approved as a regular visitor and do not wish to visit as an Attorney. They then forfeit Attorney status and become a social visitor. Attorneys shall be required to sign the Official Visitors Log located in the Front Lobby when entering and departing the institution. The log will reflect the Attorney's signature, date, inmate visited, time in, time out, and remarks. In addition, all Attorneys must complete and sign an Attorney Visit form (Attachment 8).
- (9) The Attorney Visiting Rooms will **only** be used for approved Attorney visits.
- (10) Special visits, Consular visits, or business visits may be approved by the Unit Managers as defined in the Visiting Regulations Program Statement. Special visits may also be limited by the availability of staff to supervise the visit. This section does not imply that special visits may occur during non-visiting hours. The Unit Manager may approve an extra visit due to special or unique circumstances and the Unit Team will supervise the special visit if additional supervision is required. Written documentation

of this approval by the Unit Team will be submitted to the Visiting Room and Front Lobby Officers prior to the visit. Upon completion of the special visit, written documentation will be maintained in the inmate's central file.

- (11) Special visits from members of the community who are not on the inmate's approved visiting list must be approved in advance by the assigned Unit Manager. A Special Visit Authorization form (Attachment 9) will be forwarded from the assigned Unit Manager to the Front Lobby Officer and Visiting Room Officer if the special visit is approved. Minister of Record visits will be approved by the Chaplain. A memorandum will be forwarded from Religious Services to the Front Entrance Officer, Visiting Room Officer, and the Operations Lieutenant, if a Minister's Visit is approved.
- (12) An inmate may only have one minister of record on his visiting list. The addition of the minister of record will not count against the total number of visitors on the inmates approved visiting list.
- (13) Clergy visits must be approved by a Chaplain. The Chaplain will prepare a memorandum and forward a copy of the approved visit to the Front Entrance Officer, Visiting Room Officer, Unit Team, and the Operations Lieutenant. Clergy visits will count against the total number of visits allowed. Clergy/Minister of record visits will be accommodated in the Visiting Room during regular scheduled visiting hours.

b. Visiting Procedures:

- (1) The visiting schedule for FCI and FPC inmates will be Friday, Saturday, Sunday, and all Federal holidays, from 8:00 a.m. to 3:00 p.m.

At the FCI, all visits for the general population inmates will be conducted in the Visiting Room. An inmate must present his Commissary identification card to the Visiting Room Officer prior to being allowed into the Visiting Room.

At the FPC, all visits will be conducted in the Visiting Room. An inmate must present his Commissary identification card to the Visiting Room Officer prior to being allowed into the Visiting Room.

Visiting for Special Housing Unit inmates will be on Tuesday from 8:00 a.m., to 3:00 p.m. All visits for Special Housing Unit inmates will be conducted in the FCI Visiting Room.

- (a) Inmates who are in Administrative Detention will be limited to a two-hour visit. Additionally, these inmates will remain in full restraints during the entire visit (i.e., leg-irons, martin chain, and handcuffs).
- (b) Inmates who are in Disciplinary Segregation will be limited to a one-hour visit. Additionally, these inmates will remain in full restraints during the entire visit (i.e., leg-irons, martin chain, and handcuffs).
- (c) Inmates who are in Protective Custody status will have their visiting privileges suspended until the investigation is completed or they are cleared by SIS.

Visitors arriving at the FCI or FPC less than one hour before the end of visiting will not be afforded the opportunity to visit.

- (2) FCI/FPC inmates will be allowed eight visiting points per month. One point will be deducted for each Friday visit, and two points will be deducted for each Saturday and Sunday visit. However, no points will be deducted for Federal holiday visits. Points are deducted by visiting days, not by the number of visitors per day. Holdovers will be allowed four visiting days per month. Attorney visits will not be charged against the "points per month" limit. Unused points from one month cannot be forwarded to the following month. Any visit, regardless of the length of visit, will constitute one day of visiting.
- (3) Upon a visitor's arrival at the institution, the Front Entrance Officer will verbally ascertain that each visitor is not in possession of alcohol, narcotics, firearms, ammunition, or any unauthorized items. Visitors will be advised of proper disposition procedures if found in possession of any item referenced and the Lieutenant's Office will be notified. The visitor(s) must complete a Notification To Visitor form (Attachment 7a or 7b) prior to entering the visiting area. The Front Entrance Officer will verify the inmate is at this facility by reviewing the inmate roster provided by the Control Center Officer each day. The Front Entrance Officer will then verify the visitor(s) is on the inmate's approved visiting list by accessing the Inmate Visiting Program on computer. If the visitor is not on the inmate's approved visiting list, the inmate's Unit Team will be contacted. The Institution Duty Officer will be contacted to make the final decision. All visitors will be required to present to the Front Entrance Officer two acceptable identifications, one of which will contain a picture.
- (4) Visitors at the FCI will have to pass through and clear the metal detector prior to their entry into the institution. Visitors at the FPC may be randomly screened using the hand-held metal detector. Any visitor refusing to be processed through the metal detectors will not be allowed entrance to the institution and the Operations Lieutenant or the Institution Duty Officer will be notified. When a visitor is unable to successfully pass through the metal detector, the Front Entrance Officer will bring the incident to the attention of the Operations Lieutenant and Institution Duty Officer.
- (5) All inmate visitors at the FCI will be stamped on the back side of the left hand with "invisible ink" prior to being admitted into the institution. Once all paperwork has been completed and the visitor is approved, the Visiting Room Escorting Officer will escort the visitors to the Visiting Room at one time. After the visit has been completed, each visitor's hand will be inspected for the "invisible ink" under the black light before being escorted from the Visiting Room. The visitor will be escorted from the Visiting Room to the Control Center compound side sallyport door. The visitor will be identified by photo identification, and their hand will be inspected again for the "invisible ink" under the black light by the Visiting Room Escorting Officer, with the Control Center Officer observing the procedure on each visitor through the Control Center window. This procedure must be thoroughly completed prior to the Visiting Room Escorting Officer and Control Center Officer allowing the visitor to enter the sallyport door to exit the institution.

Visiting Room Officers will escort a maximum of five inmate visitors in and out of the Visiting Room. The Officer will remain behind the visitors for observation of contraband being tossed or dropped on the compound. Upon departure of the visitors, staff are not to enter the sallyport with the visitors.

- (6) A maximum of five adult visitors, excluding children, may visit an inmate at one time. The Unit Manager will have authorization to approve additional visitors under special circumstances (i.e., out of town, long distance traveled, etc).

When conditions of overcrowding exist, the number of visitors may be further limited to allow each visitor adequate space and time to conduct the visit. In the event of overcrowding in the Visiting Room, the Institution Duty Officer and the Operations Lieutenant are authorized to limit the length of visits. Visits may be limited to a minimum of one hour.

After a minimum of one hour, the Visiting Room Officer-in-Charge will notify the Operations Lieutenant that he/she is terminating the visit(s) in order to accommodate all awaiting visitors. Consideration will be given to those visitors who visit infrequently and/or have traveled long distances. These visitors will be among the last to be terminated.

- (7) All children under 16 years of age will be accompanied by an adult on the inmate's approved visiting list. All visitors will be expected to maintain control of their children at all times. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.
- (8) Inmate visiting may be interrupted, delayed or postponed due to severe weather or an institutional emergency. Inmate visiting may proceed as long as there is no disruption to other institutional activities.

c. Visiting Room Regulations:

- (1) Inmates and visitors must remember, "Visiting is a family activity and good conduct is expected at all times." Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embracing, are allowed within the limits of "good taste" and then only at the beginning and the end of a visit. Hand holding with the visitors is the only physical contact authorized during the visit. Indecent, annoying, or excessive contact will not be tolerated. Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision at the discretion of the Visiting Room Officer-in-Charge. All areas of the Visiting Room, including rest rooms, may be monitored to prevent passage of contraband and ensure the security and welfare of all concerned. All inmates should be made aware they are responsible for their visitor's behavior.
- (2) All visitors are to be dressed appropriately for visiting. The following items of clothing and visitor personal proper will **not** be worn or taken for visiting at the FCI or FPC, Manchester, Kentucky:
- (a) Shorts (Male and female over 12 years of age.)
  - (b) Mini Skirts
  - (c) Culottes
  - (d) Halter Tops or Halter Dresses

- (e) Blouses and/or Other Apparel Revealing in Nature
  - (f) Strapless Dresses/Tops
  - (g) Sleeveless Dresses/Tops
  - (h) Spandex Pants or Shorts
  - (i) Sweat Pants/Running, Jogging Suits/Wind Suits
  - (j) Camouflage Clothing
  - (k) Khaki Colored Clothing
  - (l) Bandanas
  - (m) Caps (with the exception of religious head wear)
  - (n) No gum or candy
  - (o) Keyless entry remote
  - (p) Any clothing item which displays offensive print or obscene language
- (3) Visitor's personal property which will be allowed to be taken into the Visiting Room:
- (a) Change Purse (Clear) or Billfold
  - (b) Money (Not to exceed \$20 in coins.)
  - (c) Comb/Hair Brush
  - (d) Baby Bottles (Four)
  - (e) Diapers (Four)
  - (f) Baby Food (Three unopened plastic jars & a small plastic spoon.)
  - (g) Baby Clothes (One Set)
  - (h) Medication
- (Note: Life maintenance medications only, i.e., heart, epileptic inhalers, etc. At the FCI, these medications will be maintained by the Visiting Room Officer. Diabetic medication and syringes are not considered life maintenance medications and will be stored securely in the lockers or the visitor's vehicle.)
- (i) Jewelry Worn (No jewelry will be carried in.)
  - (j) Sweater, Light Jacket, or Coat
  - (k) Feminine Hygiene Items (Reasonable amount only.)

No diaper bags or baby carriers permitted in the Visiting Room.  
No tobacco products of any kind are permitted in the Visiting Room.

All other personal property will be secured in the visitor's personal vehicle or in the property lockers located in the Front Entrance. All items authorized for entrance into the Visiting Room will be searched by the Front Entrance Officer. Visitors will not be allowed to leave money for deposit into an inmate's account, or remove any items belonging to an inmate from the Visiting Room, at the conclusion of a visit.

Visitors will not be allowed to bring magazines, newspapers, books, tobacco products of any type, matches, lighters, photographs, photo albums, personal business forms, etc. (other than legal material on an Attorney visit) into the FCI or FPC Visiting Room.

NOTE: Recording equipment or cameras will not be allowed on the institution grounds without advanced written permission from the Warden.

Vending machines are available in the visiting area and will be operated by visitors only. At **no** time will an inmate possess or handle money or enter the vending area. No food or beverages will be allowed to be brought into the Visiting Room by a visitor or an inmate. Items purchased from the vending machines, but not consumed, will remain in the Visiting Room at the conclusion of the visit.

The Officer assigned to the Visiting Room is not responsible for the loss of money or malfunction of the vending machines. Visitors are cautioned to use the machines at their own risk. Reimbursement is not guaranteed.

d. Inmate Dress & Property Permitted in the Visiting Area:

- (1) The appearance of any inmate who enters the Visiting Room will be neat and clean at all times. Authorized clothing for the FCI Visiting Room will be institution issued shirt, pants, belt, socks, underwear, and institution shoes. Inmates in the Special Housing Unit will wear orange issued clothing. Only inmates with soft shoe permits will be authorized to wear any other type shoe other than institution shoes. Inmates with a soft shoe permit will have the soft shoe permit on their person, before being allowed into the Visiting Room.
- (2) Authorized clothing for the FPC Visiting Room will be institution issued shirt and pants, belt, socks, underwear, and institution or personal shoes.
- (3) An inmate will be identified by using his commissary picture card before entering the Visiting Room. The inmate will be re-identified by using his commissary picture card before the inmate's visitor(s) exits the Visiting Room. The Visiting Room #2 Officer will give the inmate's commissary card to the Visiting Room Officer-In-Charge. The Officer processing the inmates into the Visiting Room will use the commissary picture card to identify the inmates.
- (4) Inmates will enter the Visiting Room through the Shakedown Room. Upon entry FCI inmates will be visually searched. Upon departure, FCI inmates will be visually searched and metal detected. Upon entry and departure, FPC inmates will be pat searched, and randomly visually searched. FCI inmates will be escorted to the restroom. The inmate will be visually searched and constant visual supervision will be maintained.



Only authorized personal property (listed below) will be allowed into the Visiting Room after being properly inventoried and recorded on the Visiting Room Inmate Property Log (Attachment 11).

- (a) One Comb
- (b) Handkerchief
- (c) Wedding Band
- (d) Religious Medallion (One)
- (e) Religious Head Wear (The only authorized Head Wear must have been purchased through the Commissary Department to be authentic. The only exception is Head Wear purchased through a Special Purchase Order (SPO) for inmates of the Jewish faith)
- (f) Prescription Glasses (One Pair)
- (g) Life Maintenance Medications Only. (At the FCI, the medications will be maintained by the Visiting Room Officer.)
- (h) Photo tickets

- (5) Inmate personal property will be re-inventoried prior to releasing the inmate to the compound.

e. Special Concerns of the Visiting Room Officers:

(1) Hospitalized Inmates:

- (a) When the Clinical Director recommends denial of a visit because the inmate is suffering from an infectious disease, is in a psychotic or emotional episode which makes visitation inadvisable, or is otherwise not in a condition to see visitors, the situation shall be carefully and sensitively interpreted to the proposed visitor and documented in the inmate's central file by a member of the inmates Unit Team.
- (b) Inmates hospitalized in the community will not receive visitors unless authorized by the Warden or his/her designee.

f. Temporary Suspension of Visiting Privileges: The following procedures shall be followed to notify an inmate and his involved visitor(s) that the inmate's visiting privileges have been temporarily suspended as a result of misconduct in the Visiting Room.

- (1) If an incident serious in nature occurs between an inmate and an approved visitor(s), the Visiting Room Officer-in-Charge shall notify the Operations Lieutenant. The visit will be temporarily suspended until a determination is made as to whether to terminate the visit or allow it to continue. An Incident Report will be written, if appropriate.

- (2) A member of the inmate's Unit Team shall verbally notify the inmate that his visiting privileges with the involved visitor(s) have been temporarily suspended pending final disposition of administrative action taken against him.
  - (3) The Unit Team shall prepare a letter for the Warden's signature to the involved visitor(s), notifying him/her that the inmate's visiting privileges have been temporarily suspended.
  - (4) The Unit Team shall prepare a memorandum to the inmate for the Warden's signature which notifies him that his visiting privileges with the involved visitor(s) have been temporarily suspended.
  - (5) Only the Warden can reinstate an individual to an inmate's visiting list. The Unit Manager will prepare a memorandum through the Associate Warden (Programs) to the Warden enumerating the specific reasons for reinstating the individual to the approved visiting list. Under no circumstances will special visits be permitted to individuals who have been removed from the approved visiting list without a thorough investigation and approval by the Warden.
- g. Photographs: Inmates may purchase tickets from the Commissary for the purpose of obtaining photographs of themselves and family in the Visiting Room. Pictures will be taken by an authorized inmate photographer. Photographs will be taken on weekends and holidays. All photos will be in good taste. Inmate photographers will not visit with inmate's families.
- h. Visiting Room Capacity: The maximum capacity of the FCI Visiting Room is 163. The maximum capacity of the FPC Visiting Room is 189 (129 inside, 60 outside).

5. ATTACHMENTS:

Attachment 1:	Approved Visitor Request
Attachment 2:	Visitor Information
Attachment 3:	Request for Conviction Information
Attachment 4:	Proposed Visitor with Criminal History
Attachment 5:	Denial of Visiting for Proposed Visitor
Attachment 6:	Visitor Information and Regulations
Attachment 7a:	Title 18 (English Version)
Attachment 7b:	Title 18 (Spanish Version)
Attachment 7:	Visitor Denial Form
Attachment 8:	Attorney Visit Form
Attachment 9:	Special Visit Authorization Form
Attachment 10:	Denial of Visitor
Attachment 11:	Visiting Room Inmate Property Log
Attachment 12:	FCI/FPC Front Entrance Inmate Visiting Room Log

6. ORIGINATING DEPARTMENT: Correctional Services.

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Charles E. Samuels, Jr., Warden

**FCI/FPC MANCHESTER  
APPROVED VISITOR REQUEST**

<b>Inmate Printed Name:</b>	<b>Register Number:</b> -	<b>Unit:</b>
<b>Inmate Signature:</b>		<b>Date:</b>

**I am requesting that the following names be placed on my approved visitor list.**

Visitor #	Name of Visitor	Relationship	Street Address	City	State	Zip	For Staff Use Only
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

**You will be notified by a member of your unit staff if a visitor is not placed on your approved list.  
Use additional sheet(s) for more than 20 requests at this time.**

Quarters: \_\_\_\_\_

_____	Date: _____
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Reviewed by Unit Staff Member (Printed Name & Signature

Record (Signature) Copy - Central File, Copy - inmate

## VISITOR INFORMATION

Attachment 2

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Addressee	Institution	Date
	Re: (Inmate's Name and Register No.)	

Dear \_\_\_\_\_:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)		5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ___ Yes ___ No		6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____	
7. Relationship to above-named inmate		8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No			
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.			
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:			
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:			
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):			
14. Driver's License No. and State of Issuance			

### AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: (Institution, Location) any record of criminal offenses for which I have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name)  
(If applicant is under 18 years of age, signature of parent or guardian)  
if additional space is required, you may use the back of this form.  
(This form may be replicated via WP)

Replaces BP-S309 of Jul 95 and BP-S310 of May 94

BP-S311.052

**REQUEST FOR CONVICTION INFORMATION**

July 1995

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

1. <b>TO</b> (Addressee)		2. <b>FROM</b> (Institution)	
3. Inmate's Name		4. Register No.	
5. The above named inmate of this facility has requested permission to receive visits from:			
a. Name of Potential Visitor		b. Date of Birth	
c. Social Security Number		d. Motor Vehicle Operator's I.D. - Number and State of I.	
e. Citizenship: _____ . If other than U.S., please provide alien registration or passport number: _____			
f. Address of Potential Visitor		g. Potential Visitor's Relationship to the inmate	
h. Race of Potential Visitor <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other _____		I. Sex of Potential Visitor <input type="checkbox"/> Male <input type="checkbox"/> Female	
6. Has this person been convicted of any criminal offense? If so please complete the appropriate response below. authorization to release information, signed by the person in question, is attached.			
a. Signature of Case Manager		b. Institution	c. Date
c. Printed Name of Case manager			

**RESPONSE**

1. A search of the records of this office concerning the individual named above, who wishes to visit an inmate of a Correctional Facility reveals: <input type="checkbox"/> No record of prior convictions. <input type="checkbox"/> The following record of convictions:			
1a. Date	1b. Offense		
1c. Sentence			
2. Printed Name/Signature		3. Title	4. Date
5. Agency			

## Proposed Visitor With Criminal History

Date Proposed		Proposing Unit Manager	
Recommendation			

Inmate Name		Register Number	
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Information on Visitor:

Name of Visitor	Relationship to Inmate

Charge		Date of Conviction	
Disposition		Jurisdiction	

Charge		Date of Conviction	
Disposition		Jurisdiction	

Reviewed by SIS Lieutenant	
Recommendation	

Reviewed by The Captain	
Recommendation	

Associate Warden (Programs) or Camp Administrator		Date	
Recommendation			

Approved - Disapproved by Warden		Date	
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# Denial Of Proposed Visitor

Date Denied		Unit Manager	
-------------	--	--------------	--

Inmate Name		Register Number	
-------------	--	-----------------	--

Your request to have the below named visitor(s) placed on your visiting list has been denied.

Name of Visitor	Relationship to Inmate

Reason(s) for denial:


You have the right to appeal this decision through the Administrative Remedy Program. Your Counselor will provide you with the necessary form. This appeal must begin within 15 days from the date you receive this notification.  
cc: Central File

**FEDERAL CORRECTIONAL INSTITUTION  
MANCHESTER, KENTUCKY**

You are also responsible for forwarding this form to the above visitor so he/she will be aware of our visiting regulations.

**VISITING INFORMATION AND REGULATIONS**

Children under 16 years of age must be accompanied by an adult member of the family that is on the approved visiting list. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival. The number of persons visiting one inmate as a group shall be limited to five adults.

**VISITING SCHEDULE:** The visiting schedule for FCI and FPC inmates will be Friday, Saturday, Sunday, and all Federal holidays from 8:00 a.m., until 3:00 p.m., except for Special Housing Unit inmates. Visiting for Special Housing Unit inmates will be on Tuesday from 8:00 a.m., to 3:00 p.m. Inmates who are in Administrative Detention will be limited to a two-hour visit. Inmates who are in Disciplinary Segregation will be limited to a one-hour visit. No visitor will be allowed into the institution prior to scheduled visiting hours.

FCI/FPC inmates will be allowed eight (8) visiting points per month. One (1) point will be deducted for each Friday visit, and two (2) points deducted for each Saturday and Sunday visit. No points will be deducted for visits on Federal holidays. Points are deducted by visiting days and not by the number of visitors per day. Points cannot be carried over from the previous month. Upon the authority of the Institution Duty Officer and the Operations Lieutenant, the Visiting Room Officer may terminate a visit because of overcrowded conditions, or improper conduct of the visitor and/or the inmate.

The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction of or attempt to introduce contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

Inmates will be permitted to visit with **AUTHORIZED VISITORS ONLY**. The Front Entrance Officer will require proper identification of all visitors, both inmate and official. Visitors must have two forms of identification, one of which must have a photo. Social security cards and other official identification cards are acceptable forms of identification. Positive identification of visitors will be required. The best forms of identification are driver's license and photo identification card.

All visitors are to be dressed appropriately for visiting. The following items of clothing and personal property are not allowed for visiting at the Federal Correctional Institution and Federal Prison Camp at Manchester, Kentucky:

- (a) Shorts (Male and female over 12 years of age.)
- (b) Mini Skirts
- (c) Culottes
- (d) Halter Tops or Halter Dresses
- (e) Blouses and/or Other Apparel Revealing in Nature
- (f) Strapless Dresses/Tops
- (g) Sleeveless Dresses/Tops
- (h) Spandex Pants or Shorts
- (i) Sweat Pants/Running/Jogging Suits/Wind Suits
- (j) Camouflage Clothing
- (k) Khaki Colored Clothing



- (l) Bandanas
- (m) Caps (with the exception of religious head wear)
- (n) No gum or candy
- (o) Keyless entry remote
- (p) Any clothing item which displays offensive print or obscene language

Visitor's personal property which will be allowed to be taken into the Visiting Room:

- (a) Change Purse (Clear) or Billfold
- (b) Money (Not to exceed \$20 in coins.)
- (c) Comb/Hair Brush
- (d) Baby Bottles (Four)
- (e) Diapers (Four)
- (f) Baby Food (Three unopened plastic jars & a small plastic spoon.)
- (g) Baby Clothes (One Set)
- (h) Medication

(Note: Life maintenance medications only, i.e., heart, epileptic inhalers etc. At the FCI, these medications will be maintained by the Visiting Room Officer. Diabetic medication and syringes are not considered life maintenance medications and will be stored securely in the lockers or the visitor's vehicle.)

- (i) Jewelry Worn (No jewelry will be carried in.)
- (j) Sweater, Light Jacket, or Coat
- (k) Feminine Hygiene Items (Reasonable amount only.)

No diaper bags or baby carriers permitted in the Visiting Room.

No tobacco products will be permitted in the Visiting Room.

All other personal property will be secured in the visitor's personal vehicle or in the property lockers located in the Front Lobby. All items authorized for entrance into the Visiting Room will be searched by the Front Lobby Officer. Visitors will not be allowed to leave money for deposit into an inmate's account, or remove any items belonging to an inmate from the Visiting Room, at the conclusion of a visit.

Visitors will not be allowed to bring tobacco products, magazines, newspapers, books, matches, lighters, photographs, photo albums, personal business forms, etc. (other than legal material on an Attorney visit) into the Visiting Room.

Vending machines are available in the visiting area and will be operated by visitors only. At no time will an inmate possess or handle money or enter the vending area. No food or beverages will be allowed to be brought into the Visiting Room by a visitor or an inmate. Items purchased from the vending machines, but not consumed, will remain in the Visiting Room at the conclusion of the visit. The Officer assigned to the Visiting Room is not responsible for the loss of money or malfunction of the vending machines. Visitors are cautioned to use the machines at their own risk. Reimbursement is not guaranteed.

**NOTE:** Recording equipment or cameras will not be allowed on the institution grounds without advanced written permission from the Warden.

**DO NOT BRING FOOD OF ANY KIND** into the institution. Food items and beverages are available from vending machines. The food items and beverages will not be allowed to be taken from the visiting area.

Inmates and visitors alike must remember visiting is a family activity and good conduct is expected at all times. Socially acceptable gestures of communication and affection, such as shaking hands, kissing, and embracing, are allowed within the limits of good taste and then, only at the beginning and the end of a visit. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age prior to visitation. Hand holding with visitors is the only authorized physical contact permitted during the visit. Indecent, annoying or excessive conduct will not be tolerated.

Inmates who repeatedly violate visiting regulations may have their visit terminated or placed under close supervision. All areas of the Visiting Room, to include restrooms, may be monitored to prevent passage of contraband and ensure the security and welfare of all concerned. All children under 16 years of age will be accompanied by an adult on the inmate's approved visiting list. All visitors will be expected to maintain control of their children at all times. Inmates are not permitted to hold children over the age of 1 year on their laps. It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom, anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a \$25,000.00 fine and/or both. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

**IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.**

Contraband is defined as the introduction or attempt to introduce into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or his Staff Representative to bring any item or thing upon the institution grounds.

#### **DIRECTIONS TO THE INSTITUTION**

The Federal Correctional Institution is located North of Manchester, Kentucky, off Highway 421, on Fox Hollow Road. Manchester is located approximately 26 miles East of Interstate 75; Exit 41 in London, Kentucky. Take the Hal Rodgers Parkway (former Daniel Boone Parkway) to the Manchester exit, turn North onto Kentucky Highway 421 (left). Continue on Kentucky Highway 421 through the town of Manchester (approximately four miles) to Fox Hollow Road, which is immediately past the Kentucky Department of Transportation buildings (on left). Turn left onto Fox Hollow Road and proceed to the main entrance of the institution (approximately one mile).

NOTIFICATION TO VISITOR  
U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS

MAN 5267.07 (a)  
August 25, 2005  
ATTACHMENT 7a

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Officer's Name: \_\_\_\_\_

Institution: \_\_\_\_\_ Location: \_\_\_\_\_

Name of Inmate To Be Visited: \_\_\_\_\_ Register No. \_\_\_\_\_

It is a Federal crime to bring upon the institution grounds any firearm, destructive device, ammunition, other object designed to be used as a weapon, narcotic drug, controlled substance, alcoholic beverage, currency, or any other object that threatens the order, discipline, or security of a prison, or the life, health, or safety of an individual without the knowledge and consent of the Warden. 18 U.S.C. §§ 1791 and 3571 provides a penalty of imprisonment for not more than twenty years, a fine of not more than \$250,000 or both, to a person who provides, or attempts to provide, to an inmate any prohibited object. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden, upon reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order, may request the person, as a prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the search or test or entrance procedures, with the result that the visitor will not be permitted entry to the institution.

NOTE: Your refusal of these procedures means that you will not be permitted entry to the institution, and you will be allowed to leave the institution property, unless there is a reason to detain and/or arrest you. The use of cameras or recording equipment without permission of the Warden is strictly prohibited; violators are subject to criminal prosecution. Once a visit with an inmate begins, if a visitor leaves the visiting area, the visit will be terminated. Any exception must be approved by the visiting room officer.

PLEASE ANSWER THE FOLLOWING QUESTIONS: Are any of the following items in your possession, or in possession of children in your party under 16 years of age?

Firearms	Yes	No
Explosives	Yes	No
Weapons	Yes	No
Ammunition	Yes	No
Metal Cutting tools	Yes	No
Recording Equipment	Yes	No
Cellular Phone	Yes	No

Narcotics	Yes	No
Marijuana	Yes	No
Camera	Yes	No
Food Items	Yes	No
Alcoholic Beverages	Yes	No
Prescription Drug*	Yes	No

\*All types of medication carried must be listed in the following space, and must be left at the entry area:

I have read, I understand, and I agree to the above. If I am visiting with an inmate, I also understand and agree to abide by the visiting guidelines provided me by this institution. I declare that I do not have articles in my possession which I know to be a threat to institution safety, security, or good order. I am aware that if I have questions about what is authorized, I should consult with the officer. I am aware that the penalty for making a false statement is a fine of not more than \$250,000 or imprisonment of not more than 20 years or both (pursuant to 18 U.S.C. § 1001). I am aware that the visiting area, including restrooms in the visiting area, may be monitored to ensure institution security and good order.

Printed Name/Signature: \_\_\_\_\_

Street Address/City and State: \_\_\_\_\_

Vehicle License No.: \_\_\_\_\_ Year, Color, Make and Model of Vehicle: \_\_\_\_\_

If visiting with an inmate, please complete the following: Names of children under 16 years of age for whom I am responsible:

\_\_\_\_\_  
\_\_\_\_\_

If not visiting with an inmate, please indicate:

Name of Organization: \_\_\_\_\_ Purpose of Visit: Social

Printed Name/Signature of Staff Witness: \_\_\_\_\_

DEPARTAMENTO DE JUSTICIA DE EE.UU.

AGENCIA FEDERAL DE PRISIONES

Fecha:\_\_\_\_\_ Hora:\_\_\_\_\_ Nombre del Oficial:\_\_\_\_\_

Institución:\_\_\_\_\_ Dirección:\_\_\_\_\_

Nombre del Reo a Visitar:\_\_\_\_\_ Número de Registro:\_\_\_\_\_

Es un delito Federal traer a las facilidades de la institución sin el conocimiento y consentimiento del Warden (Alcaide): cualquier arma de fuego, artefacto/dispositivo destructivo, municiones, cualquier otro objeto diseñado para usarse como un arma, drogas narcóticas, sustancias reguladas, bebidas alcohólicas, dinero, o cualquier otro objeto que sea una amenaza al orden, la disciplina, o a la seguridad de la prisión, o que sea una amenaza a la vida, la salud, o la seguridad de un individuo. Las secciones §§ 1791 y 3571 del Código de Leyes 18 DE EE.UU. estipulan una condena de encarcelamiento de no más de veinte años, una multa de no más de \$250,000 o ambas penas, a la persona que provea o trate de proveer cualquier objeto prohibido a un reo. Todas las personas que entran a estos predios están sujetas a registros rutinarios de su persona, su propiedad (incluyendo vehículos), y sus paquetes. De haber sospecha razonable de que la persona esta tratando de introducir contrabando, o que actúa de manera tal que podría poner en peligro la protección, la seguridad, o el buen funcionamiento de la institución, El Warden(Alcaide) puede pedirle a la persona a que se someta a un registro visual, un registro manual, una prueba de orina, una prueba de alcoholímetro(breathalyzer), u otra prueba similar, como requisito previo para entrar. El visitante tiene a su discreción el rehusarse a cualquiera de los procedimientos de registro, de pruebas o de entrada, lo cual tendrá como resultado que no se permita la entrada del visitante a la institución.

NOTA: La negativa a estos procedimientos significa que no se le permitirá entrar a la institución, y se le permitirá dejar los predios de la institución, a menos que exista una razón para detenerle y/o arrestarle. El uso de cámaras fotográficas o de equipo magnetofónico de grabación sin el permiso del Warden(Alcaide) está terminantemente prohibido; los infractores serán sometidos a enjuiciamiento penal. Una vez la visita con el reo comience, si el visitante abandona el área de visita, se dará por terminado la visita. Cualquier excepción a esta regla debe ser aprobada por el oficial del cuarto de visitas.

POR FAVOR CONTESTE LAS SIGUIENTES PREGUNTAS: ¿Tiene Ud. consigo, o tiene algún niño menor de 16 años de edad en su grupo de visita, algunos de los siguientes artículos?

Armas de Fuego	Si___ No___	Narcóticos	Si___ No___
Explosivos	Si___ No___	Marihuana	Si___ No___
Armas	Si___ No___	Cámara Fotográfica	Si___ No___
Municiones	Si___ No___	Alimentos/Comida	Si___ No___
Bebidas Alcohólicas	Si___ No___	Medicinas Recetadas*	Si___ No___
Herramientas		Equipo Magnetofónico	
para Cortar Metal	Si___ No___	de Grabación	Si___ No___
Teléfono Celular	Si___ No___		

\*Se debe escribir toda clase de medicina que tenga consigo en el siguiente espacio y se deben dejar en el área de entrada:

Yo he leído, entiendo, y estoy de acuerdo con lo anteriormente escrito. Si estoy visitando a un reo, yo también entiendo y estoy de acuerdo en cumplir con las pautas de visita, las cuales me han sido provistas por esta institución. Declaro que no tengo en mi posesión los artículos que entiendo pueden ser una amenaza a la protección, la seguridad, o el buen funcionamiento de la institución. Estoy consciente que si tengo dudas sobre lo que está autorizado, debo consultar con el oficial. Estoy consciente que la pena por dar una declaración falsa es una multa de no más de \$250,000 o una condena de encarcelamiento de más de 20 años, o ambas penas(en conformidad con la sección § 1001 del CÓDIGO 18 de EE.UU.). Estoy consciente que el área de visita, incluyendo los baños del área de visita, pueden ser vigilados para asegurar la seguridad y el buen funcionamiento de la institución.

Nombre Impreso/Firma:\_\_\_\_\_

Dirección/Ciudad y Estado:\_\_\_\_\_

Número de placa del vehículo:\_\_\_\_\_ Año, Color, Marca y Modelo del Vehículo:\_\_\_\_\_

Si va a visitar un reo, favor de completar lo siguiente: Nombres de los niños menores de 16 años de edad que están bajo mi responsabilidad:\_\_\_\_\_

Si no va a visitar un reo, favor de indicar:\_\_\_\_\_

Nombre de su Organización:\_\_\_\_\_ Propósito de la Visita:\_\_\_\_\_

Nombre Impreso/Firma del Miembro del Personal que sea Testigo:\_\_\_\_\_

## Attorney Visit

Date of Attorney Visit	
------------------------	--

Inmate Name		Register Number	
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Name of Attorney	
------------------	--

Licensed Attorney in the State of:	
------------------------------------	--

Address of Office:	
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I certify by my signature, the attorney-client visit with the above named inmate is for the purpose of facilitating the attorney-client relationship and for no other purpose. I agree the tape recording (if approved) made by me will only be used to facilitate this relationship.

Signature of Attorney	
-----------------------	--

cc: Central File

# Special Visit Authorization

Date Approved		Approving Unit Manager	
Inmate Name		Register Number	
Date(s)/Time(s) of Visit			
Reason for Visit			

Information on Visitor(s):

Name of Visitor	Relationship to Inmate

A recording device has been approved by the Warden	
Reviewed by SIS Lieutenant if Visitor is Law Enforcement Agent/Officer	
Reviewed by Captain	

cc: SIS Lieutenant, Operations Lieutenant, Front Lobby, Control Center

***DENIAL OF VISITOR***

<b><i>DATE VISIT DENIED</i></b>		<b><i>TIME VISIT DENIED</i></b>	
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<b><i>INMATE NAME</i></b>		<b><i>REGISTER NUMBER</i></b>	
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***The following inmate visitor(s) were denied entrance into the institution:***

<b><i>NAME OF VISITOR</i></b>	<b><i>RELATIONSHIP TO INMATE</i></b>

**Reason(s) for denial: (No identification, not on visiting list, under age without parent/guardian, improper attire, other.)**

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<b><i>Unit Team Member Contact If Applicable</i></b>	
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<b><i>Approved By IDO or Operations Lieutenant</i></b>	
--	--

<b><i>Front Lobby Officer Denying Visit</i></b>	
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**cc: Central File**  
**Attach to Notification Form and Forward to SIS Office**

## FCI/FPC Visiting Room Inmate Property Log

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Only the items listed on this form are authorized in the Visiting Room. Inmates who report to the Visiting Room with items other than those listed will be required to return them to their assigned Housing Unit. A check mark will be used to indicate what was brought into the Visiting Room and a circle around the check mark will be used to indicate it is accounted for upon their departure.**

[illegible]